

# Creating a Fiscal Report

Slide 1

2016

eGrants<https://egrants.cj1.in.gov/Base/Login.aspx>

# After logging in to e-Grants, you will see the screen below. Click on **Project Management**

## Slide 2



Click on your grant number or type in your Grant ID#.

Slide 3

The screenshot shows the eGrants website interface for the Indiana Criminal Justice Institute (ICJI). The page title is "Egrants" and "Indiana Criminal Justice Institute". The URL is "https://egrantsqa.cji.in.gov/base/MainMenu.aspx". The page includes a navigation menu with links: Main Menu, User Management, Funding Announcement, Project Management, and Work Manager. The "Project Management" link is highlighted. Below the navigation menu, there is a search bar with the text "Search Program Monitoring". The "PROJECT MANAGEMENT SEARCH" section contains search criteria: Grant ID (circled), Applicant Agency (All), Recipient / Allocation Agency, Funding Announcement (All), and Keywords (All). A "Search" button is located below the search criteria. To the right of the search criteria, there are "Quick Searches" links: "Applications In Process (5)" and "Awarded Projects - Active (0)". Below the search criteria, a message states "Applications In Process Quick Search results displayed". A table of results is shown with columns: Grant ID, Applicant Agency, Title, and Receipt Date. The first row of the table has a Grant ID of 3855, which is circled. The table contains 5 rows of data.

Grant ID	Applicant Agency	Title	Receipt Date
3855	Indiana Criminal Justice Institute	Child Restraint Distribution Grant	09/28/2015
3852	Indiana Criminal Justice Institute	Purple	08/07/2015
3851	Indiana Criminal Justice Institute	Learning time	08/07/2015
3849	Indiana Criminal Justice Institute	Give me money	08/07/2015
3847	Indiana Criminal Justice Institute	JAG Test Grant	08/17/2015

Please send technical comments and problems to [ICJI EGRANTS Support \(QA\)](#)  
©2011-2016 Indiana Criminal Justice Institute. All rights reserved. Unauthorized Access Prohibited.

Click on the top **CLICK HERE.**  
“Click here to enter/update/view a Program, or Fiscal report”

Slide 4

The screenshot shows the eGrants system interface for the Indiana Criminal Justice Institute. The browser address bar displays <https://egrantsqa.cji.in.gov/base/ProjectManagement/SearchExternal.aspx>. The page header includes the eGrants logo, the Indiana Criminal Justice Institute logo, and a system timeout notice: "System will time out at: 05:08:37 PM Remaining time: 238:57". A navigation bar contains links for Main Menu, User Management, Funding Announcement, Project Management, and Work Manager. Below this, a sub-navigation bar shows Project Monitoring, Audit, Fiscal Details, and Reporting Requirements. The main content area displays grant information for Grant ID: 3855, Status: Open - Ready for Board, and Project Title: Child Restraint Distribution Grant. A section titled "PROJECT SUMMARY" contains four "CLICK HERE" links with descriptions: "To enter/update/view a Program, Fiscal, or Inventory Report for this grant (Monitoring menu item).", "To view any Audit Information for this grant (Audit menu item).", "To view the current financial information for this grant such as payments and funding sources (Fiscal Details menu item).", and "To view the reporting requirements for this grant such as when fiscal reports are due (Reporting Requirements menu item).". An orange arrow points to the first "CLICK HERE" link. Below the summary section, a table lists documents for the grant, with columns for Phase, Documents, Start - End Dates, and Status. The first row shows a document titled "Create Project Modification Request (PMR)" with a status of "Open - Ready for Board". A "View Issues/Comments" button is located below the table. The footer contains a technical support link and a copyright notice for the Indiana Criminal Justice Institute.

Grant ID: 3855  
Status: Open - Ready for Board

Project Title: Child Restraint Distribution Grant  
Fund Announcement: [2013 Child Restraint Distribution Grant](#)

**PROJECT SUMMARY**

[CLICK HERE](#) To enter/update/view a Program, Fiscal, or Inventory Report for this grant ([Monitoring](#) menu item).  
[CLICK HERE](#) To view any Audit Information for this grant ([Audit](#) menu item).  
[CLICK HERE](#) To view the current financial information for this grant such as payments and funding sources ([Fiscal Details](#) menu item).  
[CLICK HERE](#) To view the reporting requirements for this grant such as when fiscal reports are due ([Reporting Requirements](#) menu item).

Select the document link to access the details (i.e. Budget, Main Summary, Contract report...).

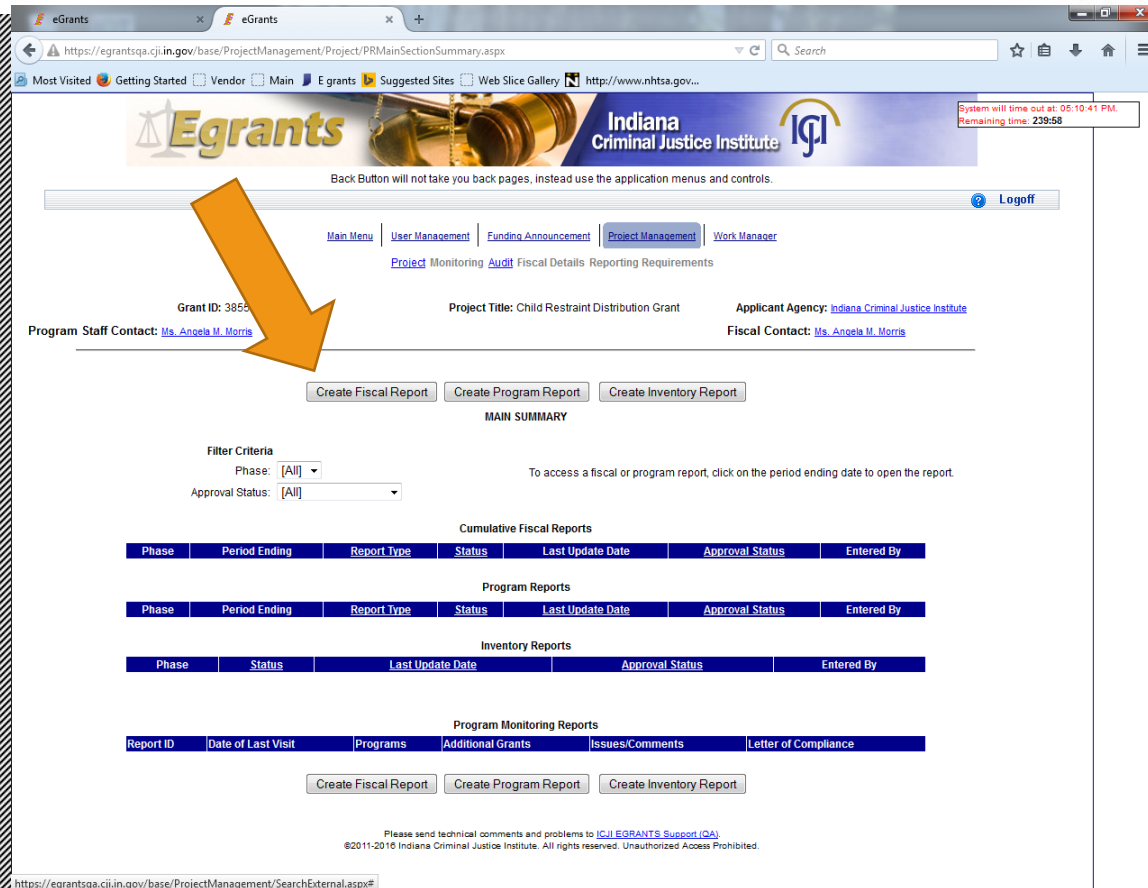
Phase	Documents	Start - End Dates	Status
3855	Create Project Modification Request (PMR)	10/1/2015 - 6/30/2016	Open - Ready for Board

[View Issues/Comments](#)

Please send technical comments and problems to [ICJI EGRANTS Support \(QA\)](#).  
©2011-2016 Indiana Criminal Justice Institute. All rights reserved. Unauthorized Access Prohibited.

# Click on Create Fiscal Report

## Slide 5



The screenshot shows the eGrants system interface for the Indiana Criminal Justice Institute (ICJI). The browser address bar displays the URL: <https://egrantsqa.cji.in.gov/base/ProjectManagement/Project/PRMainSectionSummary.aspx>. The page header includes the eGrants logo, the ICJI logo, and a system timeout warning: "System will time out at: 05:10:41 PM. Remaining time: 239:58". A navigation menu contains links for Main Menu, User Management, Funding Announcement, Project Management, Work Manager, Project Monitoring, Audit, Fiscal Details, and Reporting Requirements. The main content area displays project information: Grant ID: 3855, Project Title: Child Restraint Distribution Grant, and Applicant Agency: Indiana Criminal Justice Institute. Below this, there are three buttons: "Create Fiscal Report", "Create Program Report", and "Create Inventory Report". An orange arrow points to the "Create Fiscal Report" button. The page also includes a "MAIN SUMMARY" section with filter criteria for Phase and Approval Status, and three tables for Cumulative Fiscal Reports, Program Reports, and Inventory Reports. At the bottom, there is a "Program Monitoring Reports" table and a footer with contact information and a copyright notice.

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

Grant ID: 3855  
Program Staff Contact: [Ms. Angela M. Morris](#)  
Project Title: Child Restraint Distribution Grant  
Applicant Agency: [Indiana Criminal Justice Institute](#)  
Fiscal Contact: [Ms. Angela M. Morris](#)

Create Fiscal Report Create Program Report Create Inventory Report

MAIN SUMMARY

Filter Criteria  
Phase: [All]  
Approval Status: [All]

To access a fiscal or program report, click on the period ending date to open the report.

Cumulative Fiscal Reports

Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
-------	---------------	-------------	--------	------------------	-----------------	------------

Program Reports

Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
-------	---------------	-------------	--------	------------------	-----------------	------------

Inventory Reports

Phase	Status	Last Update Date	Approval Status	Entered By
-------	--------	------------------	-----------------	------------

Program Monitoring Reports

Report ID	Date of Last Visit	Programs	Additional Grants	Issues/Comments	Letter of Compliance
-----------	--------------------	----------	-------------------	-----------------	----------------------

Create Fiscal Report Create Program Report Create Inventory Report

Please send technical comments and problems to [ICJI eGRANTS Support \(QA\)](#).  
©2011-2016 Indiana Criminal Justice Institute. All rights reserved. Unauthorized Access Prohibited.

<https://egrantsqa.cji.in.gov/base/ProjectManagement/SearchExternal.aspx#>

# Make sure your **REPORT PERIOD ENDING DATE** is correct, and select **Report Type**.

System will time out at: 05:57:31 PM  
Remaining time: 239:58

Subgrantee Cumulative Fiscal Report

This report submitted for the calendar quarter ending: 12/31/2015

Report Period Ending Date: \* 12/31/2015

Report Type: \* ☒ Quarterly ☐ Interim ☐ Final

Does this program collect Program Income? \* ☐ Yes ☒ No

Report Status: Draft  
Approval Status: Pending  
Status Updated By:

Submitted Date:  
Return Date:  
Resubmitted Date:

Financial Information	Budget	Grant Funds Paid This Period 10/1/2015-12/31/2015	Total Cumulative Expenses	Total Funds Received To Date	Claim This Period	Remaining Balance
Federal	25,000.00	0.00	0.00	0.00	0.00	25,000.00
State	0.00	0.00	0.00	0.00	0.00	0.00
Project Income	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	0.00	0.00	0.00	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>25,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,000.00</b>

Click the Budget Category link to enter "Grant Funds Paid This Period" and "Match Funds This Period" detail information.

Budget Categories	Budget	Match	Grant Funds Paid This Period 10/1/2015-12/31/2015	Match Funds Paid This Period 10/1/2015-12/31/2015	Total Cumulative Expenses	Remaining Balance
Personnel	20,200.00	0.00	0.00	0.00	0.00	20,200.00
Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00
Travel (Including Training)	0.00	0.00	0.00	0.00	0.00	0.00
Equipment	4,800.00	0.00	0.00	0.00	0.00	4,800.00
Supplies & Operating Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Consultants	0.00	0.00	0.00	0.00	0.00	0.00
Construction	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00
Confidential	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>25,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,000.00</b>

Select a Program Income category then click the plus link to start entering Program Income details.

Program Income Add:  Earned  No Records for Program Income...

Remarks:

## • Report Type

- If making a weekly or monthly report, select **INTERIM** and designate the entry date as the date submitting.
- Once approved, your money will be deposited and you don't have to wait until the end of the quarter. You will also be required to complete a quarterly report at the end of the quarter.
- If working only during the blitz in the quarter, select **QUARTERLY**.
  - 12/31/2016
  - 3/31/2016
  - 6/30/2016
  - 9/30/2016 (FINAL)
- Your fiscal report won't be approved until the Report Period Ending date.

# Make sure your **REPORT PERIOD ENDING DATE** is correct, and select **Report Type**.

Slide 7

eGrants

https://egrants.cjii.nh.gov/Base/ProjectManagement/Monitoring/MNFiscalReportsListing.aspx

Most Visited Getting Started Vendor Main E Grants Suggested Sites Web Slice Gallery http://www.nhtsa.gov...

**SUBGRANTEE CUMULATIVE FISCAL REPORT**

This report submitted for the calendar quarter ending: 12/31/2015

Report Period Ending Date: \* 12/31/2015

Report Type: \* ☒ Quarterly ☐ Interim ☐ Final

Does this program collect Program Income? \* ☐ Yes ☒ No

Report Status: Draft  
Approval Status: Pending  
Status Updated By:

Submitted Date:  
Return Date:  
Resubmitted Date:

System will time out at: 05:57:31 PM  
Remaining time: 239:58

Financial Information	Budget	Grant Funds Paid This Period 10/1/2015-12/31/2015	Total Cumulative Expenses	Total Funds Received To Date	Claim This Period 2:	Remaining Balance
Federal	25,000.00	0.00	0.00	0.00	0.00	25,000.00
State	0.00	0.00	0.00	0.00	0.00	0.00
Project Income	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	0.00	0.00	0.00	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00	0.00	0.00	0.00
Total Σ	25,000.00	0.00	0.00	0.00	0.00	25,000.00

Click the Budget Category link to enter "Grant Funds Paid This Period" and "Match Funds This Period" detail information.

Budget Categories	Budget	Match	Grant Funds Paid This Period 10/1/2015-12/31/2015	Match Funds Paid This Period 10/1/2015-12/31/2015	Total Cumulative Expenses	Remaining Balance
Personnel	20,200.00	0.00	0.00	0.00	0.00	20,200.00
Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00
Travel (Including Training)	0.00	0.00	0.00	0.00	0.00	0.00
Equipment	4,800.00	0.00	0.00	0.00	0.00	4,800.00
Supplies & Operating Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Consultants	0.00	0.00	0.00	0.00	0.00	0.00
Construction	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00
Confidential	0.00	0.00	0.00	0.00	0.00	0.00
Total Σ	25,000.00	0.00	0.00	0.00	0.00	25,000.00

Select a Program Income category then click the plus link to start entering Program Income details.

Program Income Add: ☒ Earned ☐ No Records for Program Income...

Remarks:

## • Report Type

• Select **FINAL** ONLY IF THIS IS YOUR LAST CLAIM OF THE GRANT YEAR (September 30<sup>th</sup> or after)

• The Program does not collect income.

Place total amount claiming in top box  
Grant Funds Paid This Period  
and Click on Personnel.

Slide 8

Official Chicago Cubs We... x Daytona, Fl... Golf Vaca... x eGrants x Inbox (3) - warsawref@gm... x ReportSelection x +

https://egrants.ci.in.gov/Base/ProjectManagement/Monitoring/MNListing.aspx

Search

Most Visited Getting Started ICJL Home Official Chicago Cubs... ICJL Egrants Login ICJL - Operation Pull O... Arbitersports f(14) Facebook Google Calendar - Mo... Welcome | Jetnet KC Online Warsawref@GMAIL.com Outlook.com - lgrubb... Teacher Credit Union... Apple... Google...

SUBGRANTEE CUMULATIVE FISCAL REPORT

This report submitted for the calendar quarter ending: 12/31/2015  
Report Period Ending Date: \* 12/31/2015  
Report Type: \* ☒ Quarterly ☐ Interim ☐ Final  
Does this program collect Program Income? \* ☐ Yes ☒ No

Approval Status: **Submitted**  
Status Updated By: [Ms. Karen Ritchie](#)

Submitted Date: 1/9/2016  
Return Date: 1/11/2016  
Resubmitted Date: 1/11/2016

System will time out at 08:15:40 PM.  
Remaining time: 238:56

Financial Information	Budget	Cumulative Expenses as of 12/6/2015	Grant Funds Paid This Period 12/7/2015-12/31/2015	Total Cumulative Expenses	Total Funds Received To Date	Claim This Period Σ	Remaining Balance
Federal	34,650.00	3,080.00	542.50				
State	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Project Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Σ</b>	<b>34,650.00</b>	<b>3,080.00</b>	<b>542.50</b>	<b>3,622.50</b>	<b>0.00</b>	<b>(3,622.50)</b>	<b>31,027.50</b>

Click on Budget Category link to enter "Grant Funds Paid This Period" and "Match Funds This Period" detail information.

Budget Categories	Budget	Match	Cumulative Expenses as of 12/6/2015	Grant Funds Paid This Period 12/7/2015-12/31/2015	Match Funds Paid This Period 12/7/2015-12/31/2015	Total Cumulative Expenses	Remaining Balance
<b>Personnel</b>	31,500.00	0.00	2,975.00	542.50	0.00	3,517.50	27,982.50
Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel (Including Training)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Consultants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Construction	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other	3,150.00	0.00	105.00	0.00	0.00	105.00	3,045.00
Confidential	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Σ</b>	<b>34,650.00</b>	<b>0.00</b>	<b>3,080.00</b>	<b>542.50</b>	<b>0.00</b>	<b>3,622.50</b>	<b>31,027.50</b>

Program Income Add: ☒ Earned ☐ No Records for Program Income...

Remarks: The Summary and ADMIN Log show 1 hours of admin being claimed. These are not shown, here as they will be claimed at the end of the grant.

Add Attachment

Actions	Attachment Name	Description	Budget Category(s)	Date
	Chief's Letter December OPO 2015.pdf	Chiefs letter		1/9/2016 7:02:20 AM
	December 2015 OPO Personnel details.pdf	December personnel details		1/11/2016 7:24:07 PM
	December OPO 2015 Summary.pdf	December 2015 Opo Summary		1/9/2016 7:02:45 AM
	FY 2014 TSD Admin Hours Log OPO December 2015.xlsx	Admin Log OPO December 2015		1/9/2016 7:03:17 AM

Ask me anything

4:16 PM  
1/28/2016



**Personnel Expenditure Details:** Type amount in box labeled **Grant Funds Paid this Period** in the appropriate line item. When completed, click **SAVE**

Slide 9

eGrants eGrants  
https://egrants.cjii.in.gov/Base/ProjectManagement/Monitoring/MNFiscalReportsDetails.aspx  
Most Visited Getting Started Vendor Main E Grants Suggested Sites Web Slice Gallery http://www.nhtsa.gov...  
Egrants Indiana Criminal Justice Institute ICI  
System will time out at: 05:59:04 PM  
Remaining time: 239:58  
Back Button will not take you back pages, instead use the application menus and controls. Logoff  
User Management Funding Announcement Project Management Portfolio Management Work Manager Audits Maintenance Contacts Reporting External Menu  
Project Monitoring Fiscal Details Audits Contact Log Search Commission Updates  
Summary Fiscal Reports Program Reports Inventory Reports Monitoring Reports Corrective Actions Close Out  
Grant ID: 4434 Project Start: 10/1/2015  
Project Title: FY 2016 Bicycle Enforcement and Education Project End: 9/30/2016  
Applicant Agency: Department of Public Safety Phase Budget: \$25,000.00  
Total Budget: \$25,000.00  
PERSONNEL EXPENDITURE DETAILS  
Save Back  
Total Grant Funds Paid This Period: \$0.00  
Department of Public Safety (Master Budget)  

Position	Name	Fund Type	Budget	Grant Funds Paid This Period	Match This Period	Remaining Balance
Sworn Overtime	IMPD	Grant Fund	20,200.00	0.00	0.00	20,200.00
			20,200.00	0.00	0.00	20,200.00

  
Save Back  
Please send technical comments and problems to ICI EGRANTS Support.  
©2011-2016 Indiana Criminal Justice Institute. All rights reserved. Unauthorized Access Prohibited.

If you have ADMIN to claim, click the category **Other**, and type in your Admin amount and click **SAVE**.

Slide 10

Official Chicago Cubs We... x Daytona, Florida Golf Vaca... x eGrants x Inbox (5) - warsawref@gm... x Report Selection x +

https://egrants.giun.gov/Base/ProjectManagement/Monitoring/MNListing.aspx

Most Visited Getting Started ICB Home Official Chicago Cubs ICB Egrants Login ICB - Operation Poll O... Arbitrator Sports (14) Facebook Google Calendar Mo... Welcome 1 letnet KC Online Warsawref@GMAIL.com Outlook.com - lgrubb... Teach... Google

**SUBGRANTEE CUMULATIVE FISCAL REPORT**

This report submitted for the calendar quarter ending: 12/31/2015  
Report Period Ending Date: \* 12/31/2015  
Report Type: \* Quarterly Interim Final  
Does this program collect Program Income? \* Yes No

Report Status: Submitted  
Approval Status: Approved  
Status Updated By: [Jls, Karen Ritchie](#)

Submitted Date: 1/9/2016  
Return Date: 1/11/2016  
Resubmitted Date: 1/11/2016

System will time out at: 08:15:40 PM  
Remaining time: 239:56

Financial Information	Budget	Cumulative Expenses as of 12/6/2015	Grant Funds Paid This Period 12/7/2015-12/31/2015	Total Cumulative Expenses	Total Funds Received To Date	Claim This Period	Remaining Balance
Federal	34,650.00	3,080.00	542.50	3,622.50	0.00	(3,622.50)	31,027.50
State	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Project Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>34,650.00</b>	<b>3,080.00</b>	<b>542.50</b>	<b>3,622.50</b>	<b>0.00</b>	<b>(3,622.50)</b>	<b>31,027.50</b>

Click the Budget Category link to enter "Grant Funds Paid This Period" and "Match Funds This Period" detail information.

Budget Categories	Budget	Match	Cumulative Expenses as of 12/6/2015	Grant Funds Paid This Period 12/7/2015-12/31/2015	Match Funds Paid This Period 12/7/2015-12/31/2015	Total Cumulative Expenses	Remaining Balance
Personnel	31,500.00	0.00	2,975.00	542.50	0.00	3,517.50	27,982.50
Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel (Including Training)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Construction	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other	3,150.00	0.00	105.00	0.00	0.00	105.00	3,045.00
Confidential	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>34,650.00</b>	<b>0.00</b>	<b>3,080.00</b>	<b>542.50</b>	<b>0.00</b>	<b>3,622.50</b>	<b>31,027.50</b>

Select a Program Income category then click the plus link to start entering Program Income details.

Program Income Add: Earned No Records for Program Income.

Remarks: The Summary and ADMIN Log show 1 hours of admin being claimed. These are not shown, here as they will be claimed at the end of the grant.

Add Attachment

Actions	Attachment Name	Description	Budget Category(s)	Date
	Chief's Letter December OPO 2015.pdf	Chief's letter		1/9/2016 7:02:20 AM
	December 2015 OPO Personnel details.pdf	December personnel details		1/11/2016 7:24:07 PM
	December OPO 2015 Summary.pdf	December 2015 Opo Summary		1/9/2016 7:02:45 AM
	FY 2014 TSD Admin Hours Log OPO December 2015.xlsx	Admin Log OPO December 2015		1/9/2016 7:03:17 AM

Ask me anything 4:16 PM 1/28/2016

- Make sure that the ADMIN amount is less than 10% of Total Cumulative Expenses.

# Check to make sure that **Personnel** and **Other** total are the same as the **Grant Funds This Period**

## Slide 11

Official Chicago Cubs We... Daytona, Florida Golf Vaca... eGrants Inbox (3) - warsawref@gm... ReportSelection

https://egrants.gi.in.gov/Base/ProjectManagement/Monitoring/MNListing.aspx

Most Visited Getting Started ICI Home Official Chicago Cubs... ICI Egrants Login ICI - Operation Pull O... ArbitersSports (14) Facebook Google Calendar - Mo... Welcome | Jetnet KC Online Warsawref@GMAIL.com Outlook.com - lgrubb... Teaching Credit Union... Apple... Google

### SUBGRANTEE CUMULATIVE FISCAL REPORT

This report submitted for the calendar quarter ending: 12/31/2015  
Report Period Ending Date: \* 12/31/2015  
Report Type: \* ☒ Quarterly ☐ Interim ☐ Final  
Does this program collect Program Income? \* ☐ Yes ☒ No

Report Status: Submitted  
Approval Status: Approved  
Status Updated By: [Mrs. Karen Ritchie](#)

Submitted Date: 1/9/2016  
Return Date: 1/11/2016  
Resubmitted Date: 1/11/2016

System will time out at: 08:10:40 PM  
Remaining time: 239:56

Financial Information	Budget	Cumulative Expenses as of 12/6/2015	Grant Funds Paid This Period 12/7/2015-12/31/2015	Cumulative Expenses	Total Funds Received To Date	Claim This Period Σ	Remaining Balance
Federal	34,650.00	3,080.00	542.50	3,622.50	0.00	(3,622.50)	31,027.50
State	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Project Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cash Match (New Approp.)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Σ	34,650.00	3,080.00	542.50	3,622.50	0.00	(3,622.50)	31,027.50

Click the Budget Category link to enter "Grant Funds Paid This Period" and "Match Funds This Period" detail information.

Budget Categories	Budget	Match	Cumulative Expenses as of 12/6/2015	Grant Funds Paid This Period 12/7/2015-12/31/2015	Match Funds Paid this Period 12/7/2015-12/31/2015	Total Cumulative Expenses	Remaining Balance
Personnel	31,500.00	0.00	2,975.00	542.50	0.00	3,517.50	27,982.50
Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel (Including Training)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Consultants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Construction	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other	3,150.00	0.00	105.00	0.00	0.00	105.00	3,045.00
Confidential	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Σ	34,650.00	0.00	3,080.00	542.50	0.00	3,622.50	31,027.50

Select a Program Income category then click the plus link to start entering Program Income details.

Program Income Add:  Earned  No Records for Program Income

Remarks: The Summary and ADMIN Log show 1 hours of admin being claimed. These are not shown, here as they will be claimed at the end of the grant.

Actions	Attachment Name	Description	Budget Category(s)	Date
	Chiefs Letter December OPO 2015.pdf	Chiefs letter		1/9/2016 7:02:20 AM
	December 2015 OPO Personnel details.pdf	December personnel details		1/11/2016 7:24:07 PM
	December OPO 2015 Summary.pdf	December 2015 Opo Summary		1/9/2016 7:02:45 AM
	FY 2014 TSD Admin Hours Log OPO December 2015.xlsx	Admin Log OPO December 2015		1/9/2016 7:03:17 AM

Ask me anything

4:16 PM 1/28/2016

• If both are the same, Click on **Add Attachment**

# Add Attachment page

Slide 12

Instructions:  
Your attachment must be smaller than 8MB to be uploaded. Sometimes, reducing the scan resolution to 92 Dots Per Inch (DPI) will keep the size small. Make sure the scan is readable before uploading.

No file selected.

Budget Category(s): (Select all that apply to this attachment)

<input type="checkbox"/> Personnel	<input type="checkbox"/> Consultants
<input type="checkbox"/> Employee Benefits	<input type="checkbox"/> Construction
<input type="checkbox"/> Travel (Including Training)	<input type="checkbox"/> Other
<input type="checkbox"/> Equipment	<input type="checkbox"/> Confidential
<input type="checkbox"/> Supplies & Operating Expenses	

Short Description: \*

Maximum attachment size is 8192 KB (8 MB)

- Provide documentation of expenses from previous page. Click the appropriate boxes to the line items. Select all that apply to the attachment.

(Most will select Personnel and Other)

- When you are done with each individual attachment, click **Save**

# You will need to include the following attachments for your Fiscal Reports:

Slide 13

- Personnel Detail Report
  - From the **OPO Database Home Page**, go to **VIEW REPORTS**
    - Step 1 - Select Report (drop down)
      - **PERSONNEL DETAIL**
    - Steps 2-6
      - Make appropriate selections and click **RUN REPORT**
    - Save the report as pdf

- Admin Log
- Chief/Sheriff Letter

**SUBGRANTEE CUMULATIVE FISCAL REPORT**

This report submitted for the calendar quarter ending: 12/31/2015  
Report Period Ending Date: 12/31/2015  
Report Type: Quarterly Interim Final  
Does this program collect Program Income? Yes No

Report Status: Submitted  
Approval Status: Approved  
Status Updated By: SA, Sarah Shultz

Submitted Date: 1/9/2016  
Return Date: 1/11/2016  
Resubmitted Date: 1/11/2016

Financial Information	Budget	Cumulative Expenses as of 12/31/2015	Grant Funds Paid This Period 12/7/2015-12/31/2015	Total Cumulative Expenses	Total Funds Received to Date	Claim This Period 12/7/2015-12/31/2015	Remaining Balance
Personnel	34,650.00	3,080.00	542.50	3,622.50	0.00	(3,622.50)	31,027.50
State	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Project Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State Match	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cash Match (New Appro.)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total \$</b>	<b>34,650.00</b>	<b>3,080.00</b>	<b>542.50</b>	<b>3,622.50</b>	<b>0.00</b>	<b>(3,622.50)</b>	<b>31,027.50</b>

Click the Budget Category link to enter "Grant Funds Paid This Period" and "Match Funds Paid This Period" and information.

Budget Categories	Budget	Match	Cumulative Expenses as of 12/31/2015	Grant Funds Paid This Period 12/7/2015-12/31/2015	Match Funds Paid This Period 12/7/2015-12/31/2015	Total Cumulative Expenses	Remaining Balance
Personnel	31,500.00	0.00	2,875.00	542.50	0.00	3,417.50	27,982.50
Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel (Including Training)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Consultants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Construction	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other	3,150.00	0.00	105.00	0.00	0.00	105.00	3,045.00
Confidential	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total \$</b>	<b>34,650.00</b>	<b>0.00</b>	<b>2,980.00</b>	<b>542.50</b>	<b>0.00</b>	<b>3,522.50</b>	<b>31,027.50</b>

Select a Program Income category then click the plus link to start entering Program Income details.

Remarks: The Summary and Admin Log and Hours of some being claimed. These are not shown, here as they will be claimed at the end of the grant.

Actions	Attachment Name	Description	Budget Category(s)	Date
Chief's Letter December OPO 2015.pdf	Chief's letter			1/9/2016 7:02:20 AM
December 2015 OPO Personnel details.pdf	December personnel details			1/11/2016 7:24:07 PM
December OPO 2015 Summary.pdf	December 2015 Opo Summary			1/9/2016 7:02:45 AM
FY 2014 TSD Admin Hours Log OPO December 2015.xlsx	Admin Log OPO December 2015			1/9/2016 7:03:17 AM

You will then be back at the budget screen. When everything is complete, you are ready to click **Submit**.

Slide 14

The screenshot shows the eGrants system interface. At the top, there's a navigation bar with links like 'Most Visited', 'Getting Started', 'Vendor', 'Main', 'E grants', 'Suggested Sites', and 'Web Slice Gallery'. Below this is a table with columns for 'Interest', 'State Match', 'Cash Match (New Approp.)', 'In-Kind Match', and 'Project Income Match'. The 'Total' row shows a value of 25,000.00. Below the table, there's a section for 'Budget Categories' with a table showing 'Budget' and 'Match' columns. The 'Total' row for budget categories also shows 25,000.00. At the bottom, there's a navigation bar with buttons: 'View Report', 'View Program Income Report', 'Refunds', 'Payments', 'Save as Draft', 'Submit', 'Return', 'Approve', 'Delete', and 'Back'. A black arrow points from the 'Submit' button to the 'Save as Draft' button.

Budget Categories	Budget	Match
Personnel	20,200.00	0.00
Employee Benefits	0.00	0.00
Travel (Including Training)	0.00	0.00
Equipment	4,800.00	0.00
Supplies & Operating Expenses	0.00	0.00
Consultants	0.00	0.00
Construction	0.00	0.00
Other	0.00	0.00
Confidential	0.00	0.00
<b>Total</b>	<b>25,000.00</b>	<b>0.00</b>

Grant Funds Paid This Period 10/1/2015-12/31/2015	Match Funds Paid this Period 10/1/2015-12/31/2015	Total Cumulative Expenses	Remaining Balance
0.00	0.00	0.00	20,200.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	4,800.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>25,000.00</b>

Program Income Add:  Earned  No Records for Program Income...

Remarks:

Actions: Attachment Name Description Budget Category(s) Date

Problem Description Due Date Status

View Report View Program Income Report Refunds Payments **Save as Draft** Submit Return Approve Delete Back

Hold Payments

- However, before you click SUBMIT, please **SAVE AS DRAFT** and contact your LEL to let him know you are ready to submit.
- Your LEL will be glad to take a look at it to ensure that everything is included.
- If something is not correct, it will be RETURNED to you and will delay any deposits that you might be expecting.



# Your Main Summary Page should look like this

Slide 15

**Egrants** Indiana Criminal Justice Institute

Back Button will not take you back pages, instead use the application menus and controls.

Program Staff Contact: [Ms. Karen Ritchie](#)

Grant ID: 4401

Project Title: Operation Pull Over for TriCounty TSP

Applicant Agency: [Asheville City Police Department](#)

Fiscal Contact: [Ms. Karen Ritchie](#)

Filter Criteria: Phase: [All] Approval Status: [All]

**Cumulative Fiscal Reports**

Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
4401	12/31/2015	Interim	Submitted	1/14/2016	Approved	Mr. Matthew S. King
4401	12/31/2015	Quarterly	Submitted	1/14/2016	Approved	Mr. Matthew S. King

**Program Reports**

Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
4401	12/31/2015	Quarterly	Submitted	1/14/2016	Approved	Mr. Matthew S. King

**Inventory Reports**

Phase	Status	Last Update Date	Approval Status	Entered By
-------	--------	------------------	-----------------	------------

**Program Monitoring Reports**

Report ID	Date of Last Visit	Programs	Additional Grants	Issues/Comments	Letter of Compliance
-----------	--------------------	----------	-------------------	-----------------	----------------------

Please send technical comments and problems to [EGRANTS Support](#)  
©2011-2016 Indiana Criminal Justice Institute. All rights reserved. Unauthorized Access Prohibited.

## • Chart should read:

- **Phase** - Grant ID #
- **Period Ending**: current entry
- **Report Type**: Interim or Quarterly
- **Status**: Draft, Submitted, or Returned
- **Last Update Date**: the day that you submitted or last made entry
- **Approval Status**: Pending (not yet approved), Resubmitted, or Approved
- **Entered by**: Project Director or Primary Contact

## • Questions?

# Contact your LEL before submitting if you have questions

Slide 16

## Jay Kistler

North Central Region LEL

Email: [lej.kistler@gmail.com](mailto:lej.kistler@gmail.com)

Cell: 765-414-2331

## Lance Grubbs

North Region LEL

Email: [lance.grubbs@Comcast.net](mailto:lance.grubbs@Comcast.net)

Cell: 574-453-7305

## Mark Hartman

Southwest Region LEL

Email: [southwestlel@outlook.com](mailto:southwestlel@outlook.com)

Cell: 765-592-0041

## Larry Woods

Central Region LEL

Email: [lejcentral@gmail.com](mailto:lejcentral@gmail.com)

Cell: 765-352-0722

## Indiana Criminal Justice Institute



## Brett Reichart

East Central Region LEL

Email: [brett.reichart@gmail.com](mailto:brett.reichart@gmail.com)

Cell: 214-931-4603

## John Mull

Southeast Region LEL

Email: [southeastlel@frontier.com](mailto:southeastlel@frontier.com)

Cell: 317-512-0396